



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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March 8, 2010

SUBJECT: Letter of Clarification No.2
Insurance Broker of Record for Administration & Regulatory Affairs Departments

REFERENCE: RFP No.: S17-T23577

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the RFP:**
 1. Would you consider a proposal to award a specific LOB like NFIP to an MWBE in a stand alone contract? For reference, this is currently being done at the University of Houston, Houston ISD, Metro, HCCS & a number of other local public entities to insure quality work is been accomplished by the MWBE.

Answer: No. All lines of business on the document entitled Attachment VI will be inclusive within the scope of services of the Insurance Broker of Record contract.
 2. How can I get a copy of the prior winning bid for current RFP# S17-T23577?

Answer: Please submit a written request to the following individuals:

Francis X. Carmody
Assistant Director
Administration and Regulatory Affairs
611 Walker, 13th Floor
Houston, Texas 77002

Alternate Contacts:
Tam Nguyen E-mail tam.nguyen@cityofhouston.net
Linda Garrison E-mail linda.garrison@cityofhouston.net
Office: 713.837.9521
[araopenrecordsrequest](mailto:araopenrecordsrequest@cityofhouston.net)
@cityofhouston.net

Partnering To Better Serve Houston

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

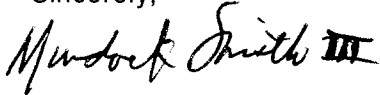
**LETTER OF CLARIFICATION 2
INSURANCE BROKER OF RECORD
SOLICITATION NO. S17-T23577**

This will be the last Letter of Clarification for this solicitation.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



Murdock Smith III

Sr. Procurement Specialist

DM City of Houston, Strategic Purchasing Division
832-393-8725

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